

Neighborhood Watch Program

WARNING

**Get
Involved**



**Report
Crime**



**ALL SUSPICIOUS PERSONS AND ACTIVITIES
ARE IMMEDIATELY REPORTED TO THE
SANFORD POLICE DEPARTMENT**

"Looking Out For Each Other"

Are You Concerned about

- your personal safety?
- crime in your neighborhood?
- being burglarized?
- drug houses / meth labs?
- Speeders?

Livability Issues

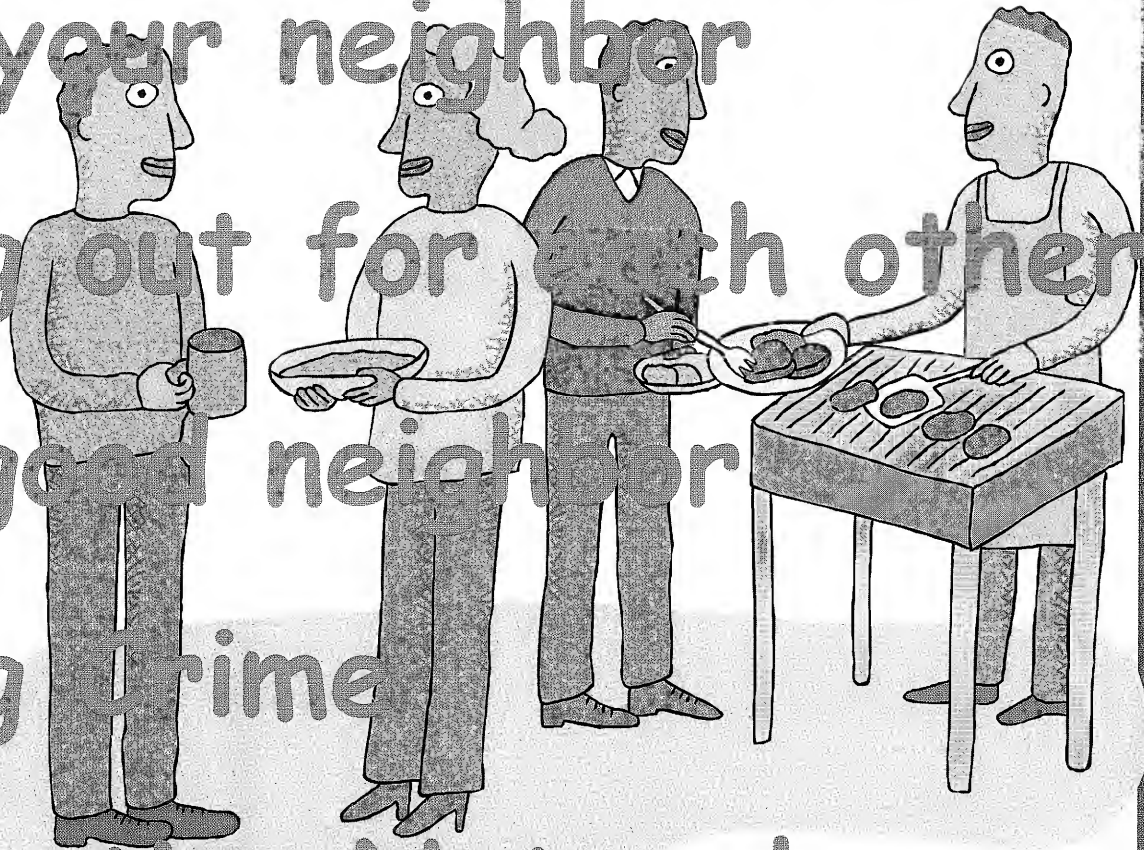
How Does Neighborhood Watch Work?

The key to success:

- Work together as a community
- "Look Out For Each Other"
- Observe and Recognize
- *IMMEDIATELY* REPORT

Neighborhood Watch is...

- Knowing your neighbor
- Watching out for each other
- Being a good neighbor
- Reporting crime
- Communication Network

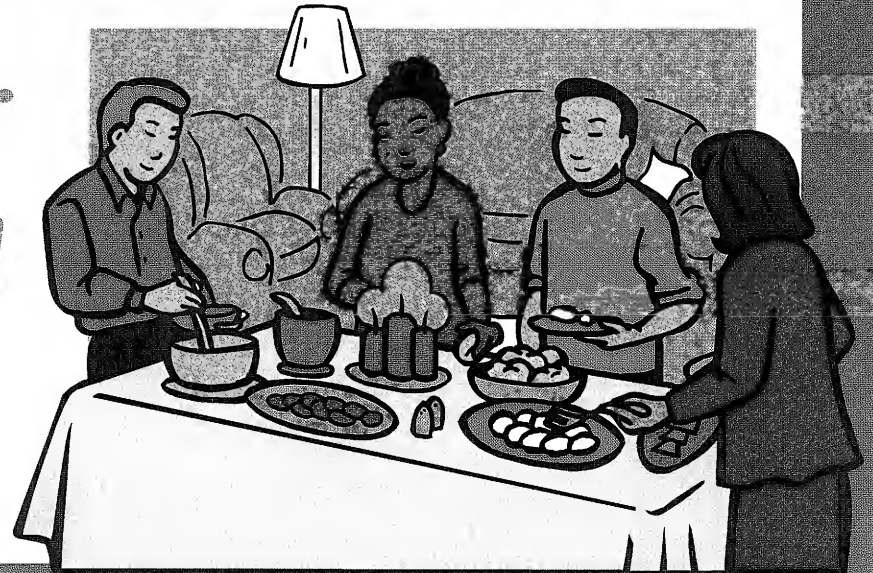


Neighborhood Watch is...

Crime Prevention - Burglaries, Vandalism, Auto Thefts, etc.

Personal Safety - Protecting your family at home, in public, at school or work.

Neighbors-helping build a sense of community.



What are the Benefits?

- Share information
- Observation & Recognition Skills
- Communication Network
- Get to know your Neighbor
- Build a sense of community

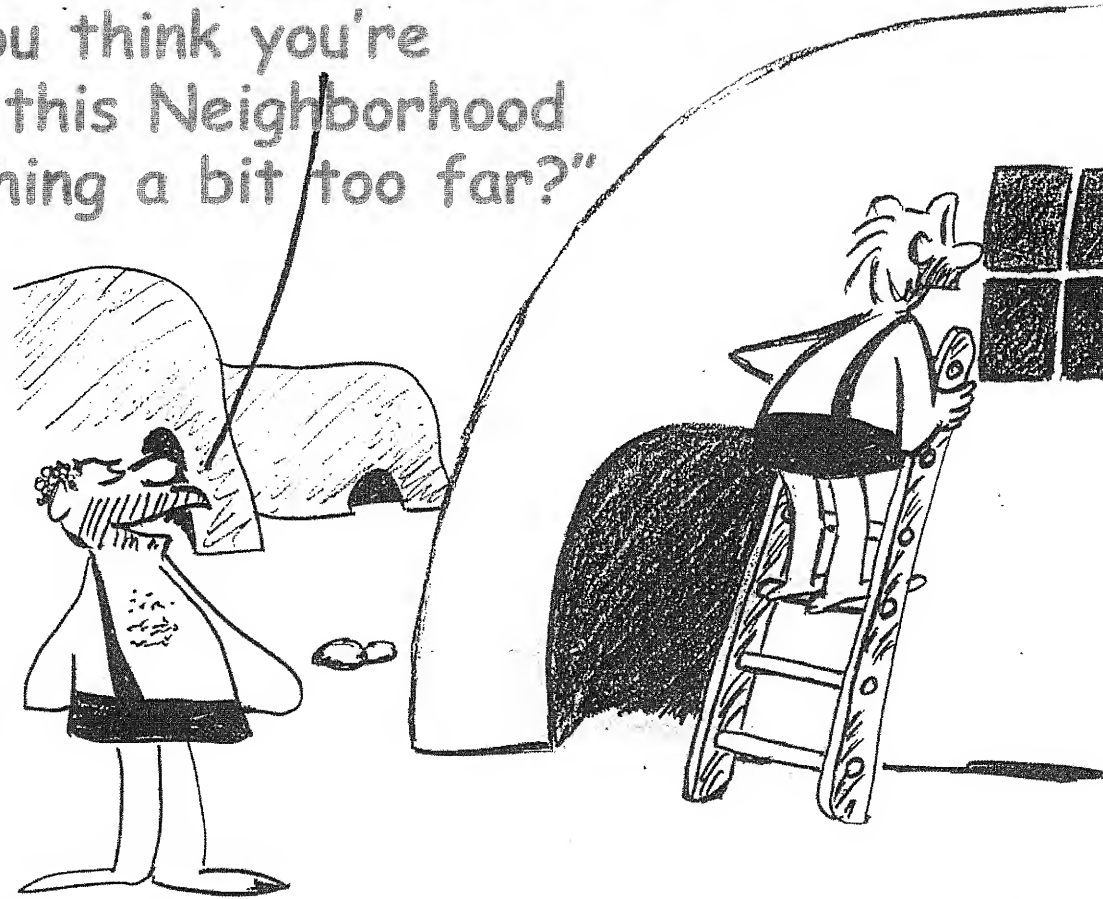
Neighborhood Watch is...

NOT the Vigilante Police

- Work with the police
- Be our Eyes and Ears
- Report suspicious activity

Neighborhood Watch Perception?

"Don't you think you're carrying this Neighborhood Watch thing a bit too far?"



"Bunch of Nosey Neighbors"

Look Out for Each Other

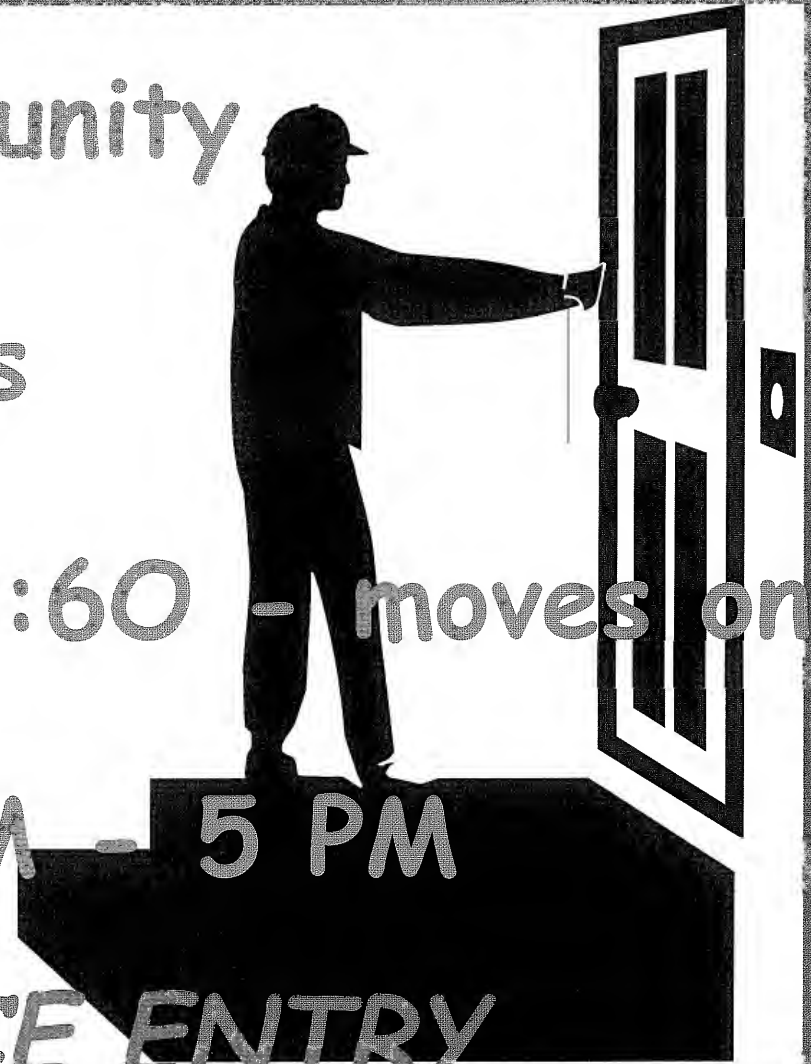


Burglary... 810.02



Burglary...

- *Crime of Opportunity*
- *3 minutes or less*
- *No entry within :60 - moves on*
- *Most occur 8 AM - 5 PM*
- *50% - NO FORCE ENTRY*



Home Security & Personal Safety...

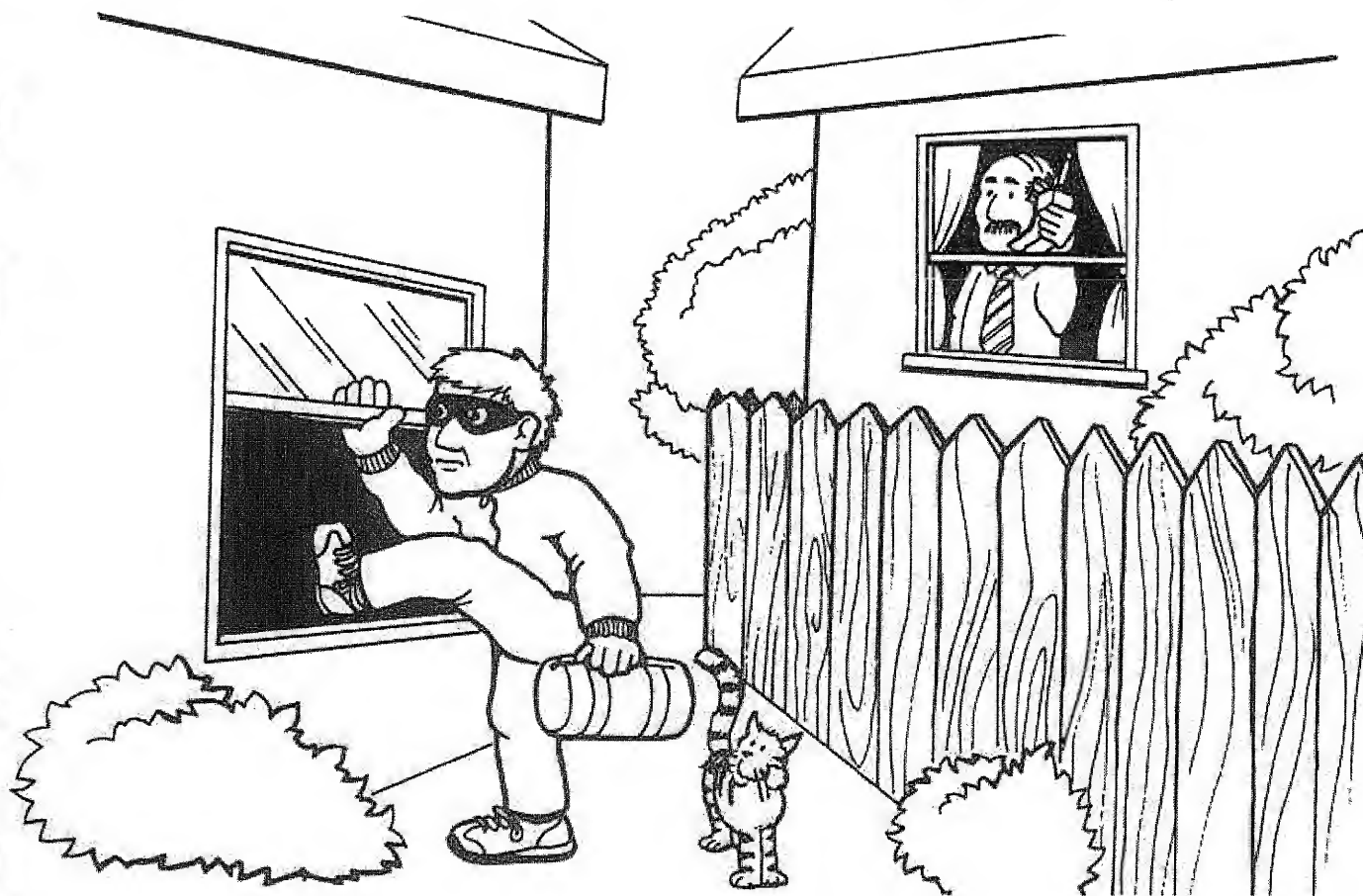
- Home Security Assessment
- Lock doors, windows, garages
- Upgrade locks, alarms, lighting
- Securing your valuables
- Operation ID
- Report Suspicious Activity

Home & Personal Safety Tips...

- Consider installing alarm system
- Don't open door to strangers
- Keep trees, shrubs well trimmed
- Plant "defensive" type shrubbery
- Never hide house key outside
- Always lock your doors
- Vacation-set radio/lights on timers

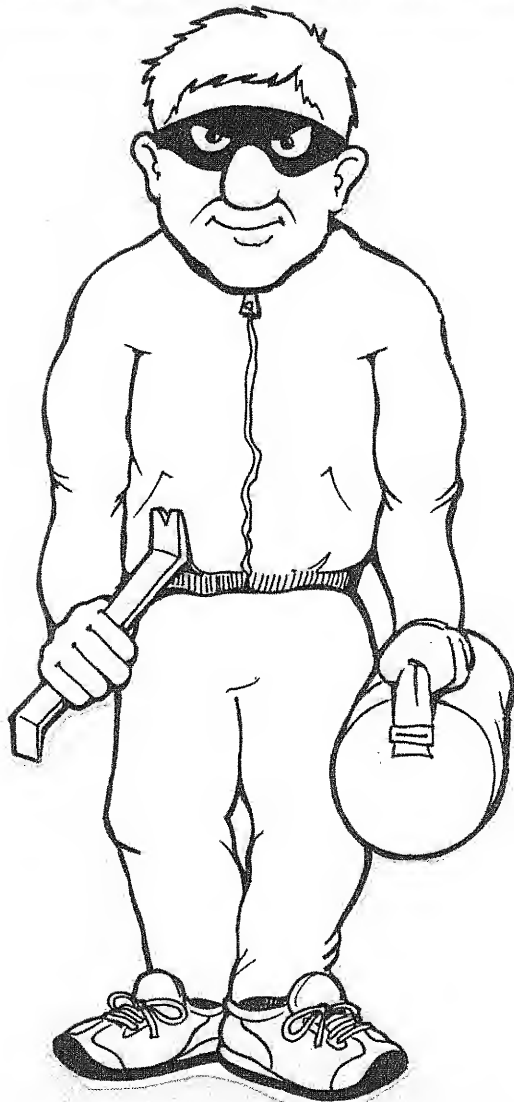
Observe and Recognize

Suspicious??

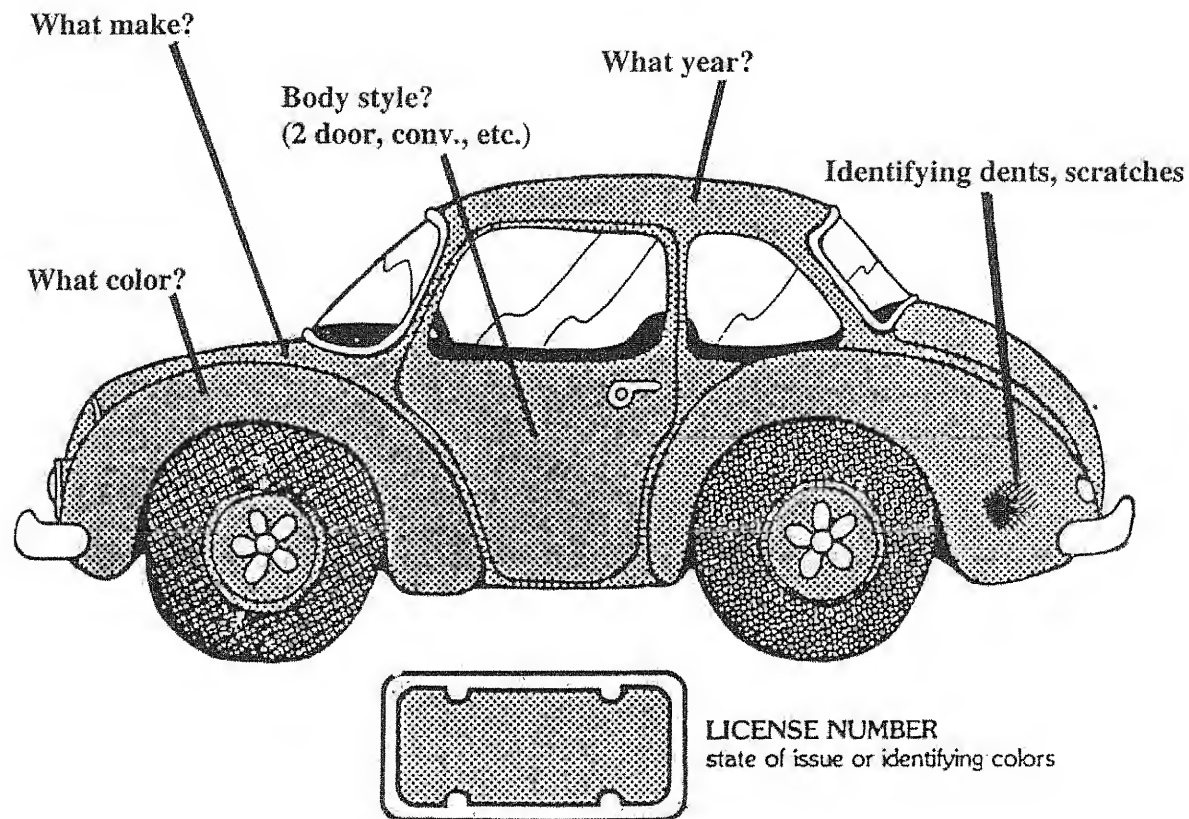


Observe and Recognize

Describe the Suspect



Observe and Recognize



Describe the Vehicle

Observe & *Immediately* REPORT



If you see
a crime in
progress,
call the
police.



Don't wait or assume
someone else will call

the police.



Dispatch



Emergency 9-1-1

**Non-Emergency
407.688.5199**

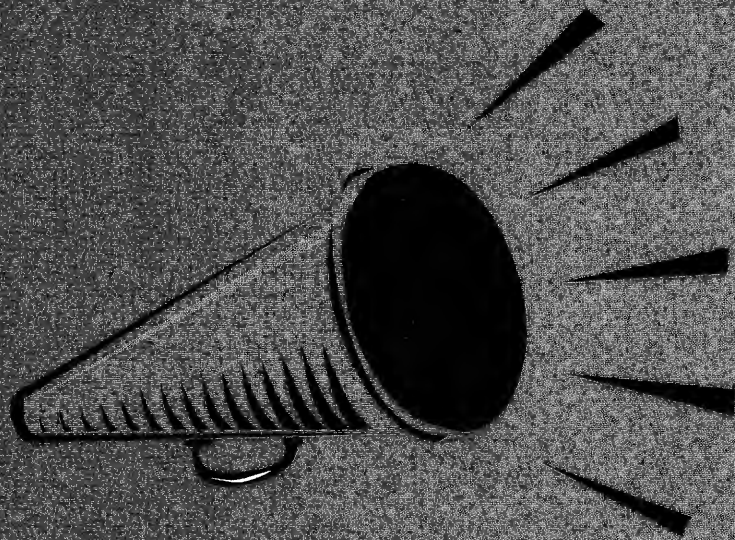
Communication Network

- Alert System

- Share information

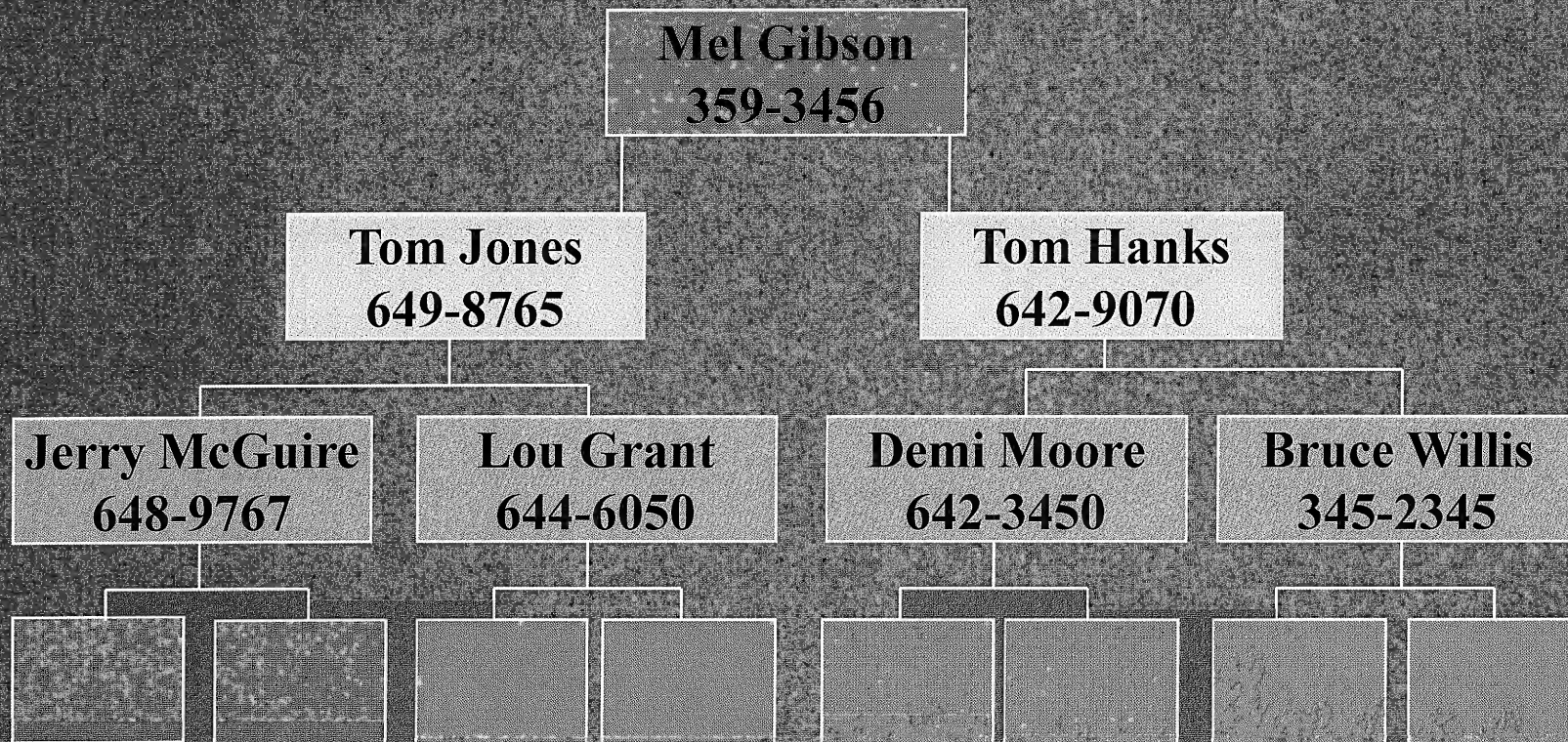
- Observations

- Test



Telephone Tree

Telephone Tree



?? Now What ??

Select
Your
Leadership

Select Your Leadership

Coordinator Responsibilities

- Recruit & Train Block Captains
- Distributes N/Watch News
- Maintain: names, addresses, tel.
- Liaison to Police Department
- Coordinates Placement of N/Watch Signs

Select Your Leadership

Block Captain Responsibilities

- Shares N/Watch Concept
- Distribute N/Watch News & Crime Prevention information
- Prepares area map, tel #'s Tel Tree List, Addresses
- Relays crime activity information

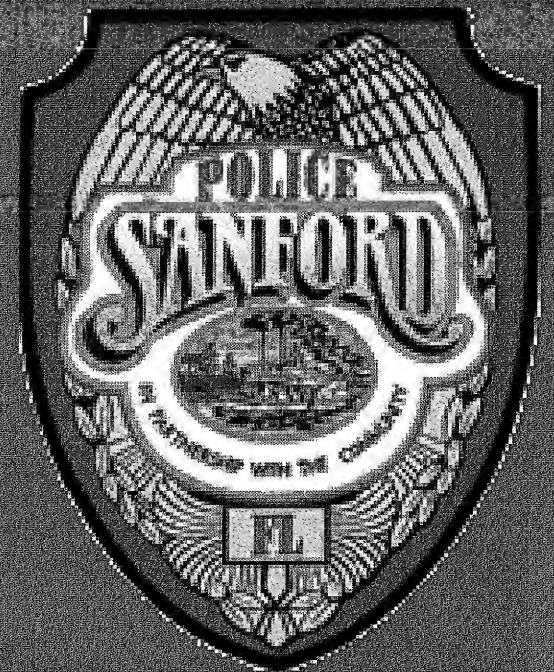
Select Your Leadership

- Select a Coordinator
- Select Block Captains
- Collect money for N/Watch signs and mailing expenses
- Develop map of neighborhood
- Encourage participation

Wendy Dorival
Crime Prevention Practitioner
Volunteer Coordinator
Sanford Police Department
815 West 13th Street
Sanford, FL 32771

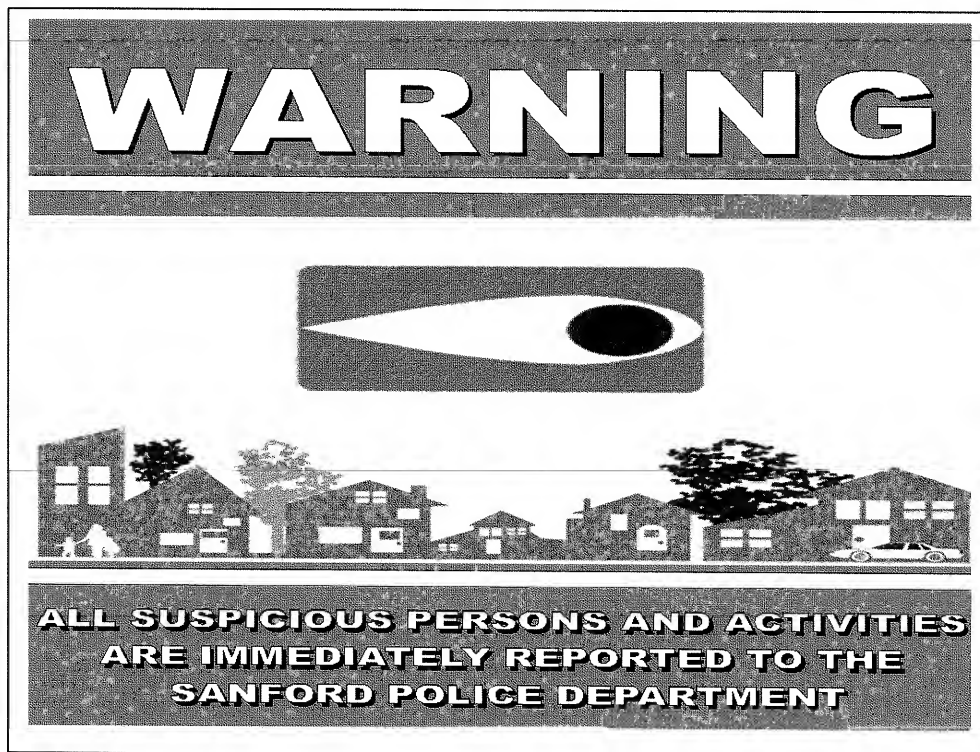
407-688-5070 ext. 6008

www.sanfordpolice.org



Retreat at Twin Lakes
Neighborhood Watch

Coordinator's



Handbook

Sanford Police Department

Crime Prevention

815 W 13th Street

Sanford, FL 32771

Office: 407.688.5070 ext. 6008

Emergency 9.1.1

Non-Emergency Dispatch: 407.688.5199

www.sanfordpolice.org

Benefits of Neighborhood Watch Program

The **8** most important benefits of being involved in your own Neighborhood Watch program are:

1

Neighborhood policing by you and your neighbors, together with your own police, creates a greater sense of security, well-being, and reduction of fear of crime because you know you and your neighbors will **“LOOK OUT FOR EACH OTHER.”**

2

Reduce the risk of being a crime victim. You are taught how to take preventive measures that substantially decrease the likelihood of becoming a crime victim. The instances of other crimes such as vandalism, graffiti, personal assault, auto theft and other personal crimes also decrease.

3

The Neighborhood Watch program trains you how to observe and report suspicious activities occurring in your neighborhood. It trains you on what information law enforcement officers need when you report a crime.

4

Knowing your neighbor is an important feature and benefit of this program. You get to know participant's regular patterns so you can see when something is unusual. You get to know how to contact them quickly.

5

You have greater access to criminal activity information. Neighborhood Watch programs are designed to keep participants informed of crime trends and patterns so they will be better prepared to spot criminal activity.

6

Participants get on-going training in how to protect themselves and their property. Personal safety awareness, whether you are at home, in public, or in your vehicle, and knowing what “to do and not to do” could prevent you from becoming a victim.

7

Posting Neighborhood Watch signs on your street and labels or decals in your windows tells a criminal that (a) you are not an easy target, that (b) they are probably being watched and (c) you have taken the steps necessary to deter crime in your neighborhood. Convicted burglars report avoiding neighborhoods that have Neighborhood Watch signs posted.

8

Address issues of mutual interest by getting together with your neighbors on a regular basis (monthly, quarterly, or what ever you wish). These may be for other crime prevention, fire protection, local planning, or other projects which you alone may say, “Why don't they do something about...!” As a community, as an organization already working together as a Neighborhood Watch group, you have the stepping stone needed to getting things done.

Get Involved with Neighborhood Watch



By participating in a program where **"We Look Out For Each Other!"**, you can make a real difference in attacking crime in your community through your Neighborhood Watch involvement.

Teen-agers, seniors, home-owners or renters, students, housewives, business people, retirees, the disabled... Yes everyone in the neighborhood can participate in Neighborhood Watch no matter their age, occupation, race or religion. You just have to be involved in improving your neighborhood.

Make your neighborhood a safer, more pleasant place to live by joining your neighbors in this program. The cost? Your time and commitment. That is a small price to pay to increase the safety and security of your home and neighborhood.

You will be given instruction in observation and recognition, you will learn about suspicious activities and sounds, you will learn about home and auto security and you will become a participant in your Neighborhood Watch program.

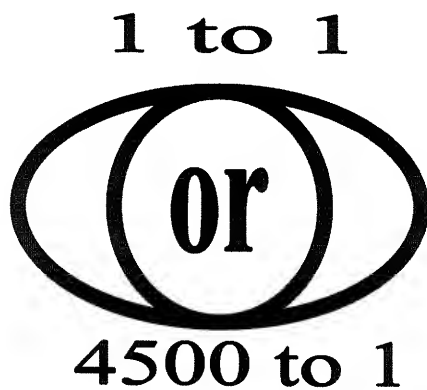
You will learn about your neighbors, their families, their hours of work and be able to protect them while at the same time they will be protecting you. This mutual benefit goes beyond security of the neighborhood to improving the quality of your life with better friendships and acquaintances. Get-togethers, such as potluck dinners and block parties are encouraged in the program.

You will add your eyes and ears to those of the Police Department which cannot be everywhere, all the time, by keeping a watchful eye and open ear to what is happening in your neighborhood. You will extend their ability to provide security by reporting anything unusual or suspicious, 24 hours a day, seven days a week, so they can follow up on your leads. What you will not do is get physically involved with any activity you report or apprehension of any suspicious persons. This is the job of the law enforcement agency.

***You can get involved.
You will make a difference!***

How and Why Neighborhood Watch Works

The key to success in any Neighborhood Watch program are the *participants'* **Willingness to Look Out For Each Other** and the ability of each individual *participant* to observe and recognize what is suspicious, **then immediately reporting it.**



Why doesn't your local police do this? Nationally, there is probably only one law enforcement officer **on patrol** at any one time for every 4,500 residents. The availability of an unlimited number of Neighborhood Watch Participants available 24 hours a day, seven days a week, tremendously multiplies the effectiveness of any law enforcement department's effort to prevent crime.

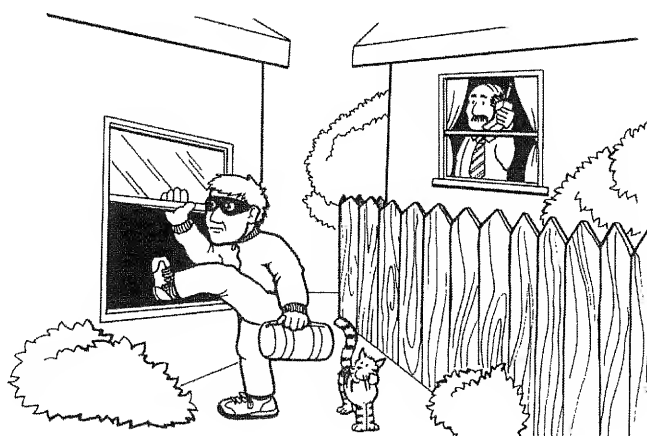
Neighborhood Watch Works like this:

1. Neighbors join together to provide information About their households to one another.
2. Participants receive training in *observation* techniques and *recognition* skills in order to recogn
3. Upon seeing a suspicious activity or a crime, Participants **immediately report** their observation to the police or sheriff.
4. Law enforcement responds and apprehends the suspect criminal. If the suspect is not caught in the act of committing the crime, your recognition of the suspect and your notes will be very vital.
5. As a Participant your cooperation with the police is rewarded by you having saved your neighbor's property or even their life.



Observation

Observation takes many forms. From your home, a mobile home, an apartment or condo you can determine your best observation points. From your auto, truck or van you can observe both the road and other activities. Many people walk or jog as a daily routine, going to and from the store or work, or for their own physical fitness. Observation and recognition skills play a large part of your mutual protection. In rural areas, your truck, tractor, snowmobile or horse give you the opportunity to be mobile and to observe. Whatever your means of observation, use your head to determine if what you are observing is of a suspicious nature. Remember, observations are not only made by sight, but also from sounds and smells.



Recognition

Recognition is of equal importance. Learn how to get a good description of the suspect, identify their vehicle, their method of operation and their activity. Recognize that when your neighbor is away on vacation, a stranger should not be coming in and out of their house. In a rural area, recognize that your neighbor probably is not aware that someone is beginning to cut down his 200-year old walnut tree.



In any situation, use your head, and recognize what is routine and what is suspicious.

Time is critical in apprehension. When you see or hear something suspicious, call the police **immediately.**



History of Neighborhood Watch



In early 1972, the National Sheriffs Association developed a model program for today's Neighborhood Watch program. At the time Chiefs of Police and Sheriffs from around the country were requesting a program that would squelch the increasing burglary rate across the country.

At that time, society increasingly became more mobile and faster paced. More households had both spouses working. The neighborhoods become deserted during the day. The term, "latchkey kids," came in to use. Neighbors stopped being concerned about their neighbors' property and began keeping more to themselves. The unity and cohesion of the traditional neighborhood gradually deteriorated. Neighbors were not looking out for each other.

Criminals recognized this trend and this opportunity. They began to take advantage of this knowledge. Law enforcement agencies alone were not able to keep up with the alarming rise in burglaries as thieves, without causing alarm or suspicion, invaded neighborhoods where no one was at home. It was also noted that communities able to obtain the assistance of their citizens in observing, recognizing and reporting suspicious or criminal activities were much better able to keep the burglary rate down.

Although the rate of specific crimes such as burglary decreased tremendously, a further benefit has been the substantial reduction of other crimes as well. All because of citizen-participant involvement.

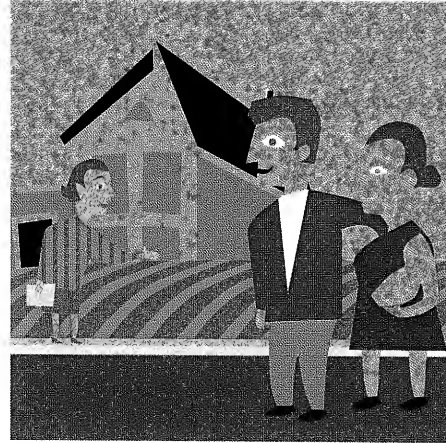
Neighborhood Watch works because people wanted to be more active in making their communities safe. Because of budget and manpower limitations at virtually every level of law enforcement, it is impractical to place a law enforcement officer into each neighborhood full time. Residents within a neighborhood know who belongs there and who does not, what looks normal, what looks suspicious and these same residents are in the neighborhood full time. By becoming the eyes, ears and yes, even the noses aiding law enforcement officers to combat crime in their neighborhood they can both live in a safer place and stretch their law enforcement dollar. By training and practice, they can improve their skills.

Neighborhood Watch programs have proven themselves to be effective in uniting the community and improving their well-being as well. The idea of building better friendships among your neighbors is an old-fashion idea, a good one, and the distance these friendships and programs can go is limited only by your imagination.

"Burglary is a crime of opportunity."

"Know your neighbor."

Know Your Neighbors



Neighborhood Watch begins with you knowing your own neighbors. Our motto, "**We Look Out For Each Other!**", means exactly what it says. As a *participant*, your ability to observe and recognize what is usual and customary comes as a result of paying attention and focusing your mind on the daily, ordinary, happenings in your neighborhood.

Being a Neighborhood Watch participant *does not* mean you are being a "busybody," or you are invading anyone's privacy, or that you are snooping. It *does* mean that you are on guard for potential trouble and you are living up to our motto, '**We Look Out For Each Other!**' And as a vigilant neighbor, you are prepared to call your law enforcement agency when you suspect potential trouble with no hesitation.

You should know:

- ◆ What are all the addresses, styles and colors of houses in my Neighborhood Watch group.
- ◆ Who lives in each dwelling?
- ◆ What are their ages?
- ◆ What hours does each person work?
- ◆ What cars do they drive?
- ◆ When do the routine maintenance people or household helpers come by?

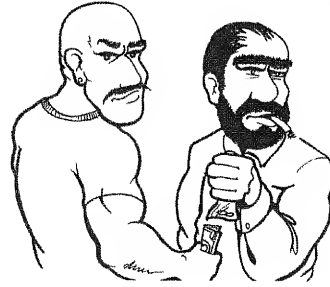
**"We
Look
Out
For
Each
Other"**

- ◆ Who is elderly and/or infirm?
- ◆ Which dwellings have kids who are home alone at times?
- ◆ When are they going on vacation?
- ◆ Who may be into drugs or gangs?
- ◆ Who are having juvenile delinquency or other family problems?
- ◆ Who just moved into the neighborhood?

Your neighborhood Family Data Sheet Summary and the Telephone Tree, shown on the following page, are important sources of information.

With knowledge and regular practice, much can be accomplished by simply observing and recognizing what appears to be ordinary, you should be able to detect potential trouble.

Recognizing Suspicious Activity



What is suspicious and when do you call the police?

Suspicious activity is anything that looks like it could be connected with criminal behavior — someone casing a neighborhood, forcing open a door, grabbing a child; screaming or pounding coming from a nearby residence or apartment; of strong chemical odors coming from an inappropriate building, are but a handful of examples. If the activity is or appears to be threatening to property or people, immediately report the suspicious activity by call 9-1-1. Time is critical in apprehending criminals. It is better to be overly-suspicious than to let a criminal get away. The following is a list of suspicious activities and the criminal activity that might be happening:

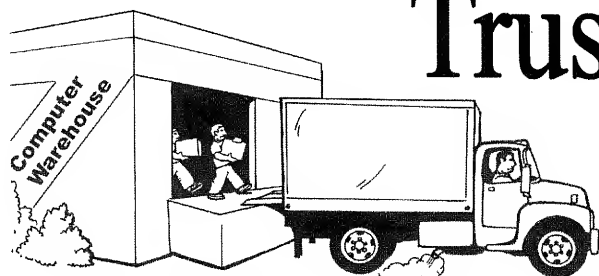
People

A person, persons, groups of young people, adult(s) or gang(s):



- ◆ Gathering (loitering) for an extended or unusual period of time.
Possible burglary, arson, or drug dealing.
- ◆ Behaving strangely.
Possibly on drugs or illegal activity.
- ◆ With any sort of weapon(s).
Possibly planning any number of crimes.
- ◆ Carrying, concealing or transporting anything unusual.
Possible burglar carrying stolen property.
- ◆ Looking into cars.
Possibly casing cars for theft of car or its contents.
- ◆ Wearing clothing, bandannas, caps, or other attire that could spell trouble.
Possible gang activity.
- ◆ Selling or conducting business on a street corner, park or other place where business is not licensed.
- ◆ Running, especially if carrying something of value.
Possible suspect fleeing scene of crime.
- ◆ Creating any type of disturbance
Disturbing the Peace or covering up noise of some other activity.
- ◆ Going door to door, especially if someone goes to the rear of the residence.
Possibly casing the neighborhood.
- ◆ Loiters around schools, parks or on your street.
Possible burglar, sex offense, drugs or arson.

"What's Suspicious?"

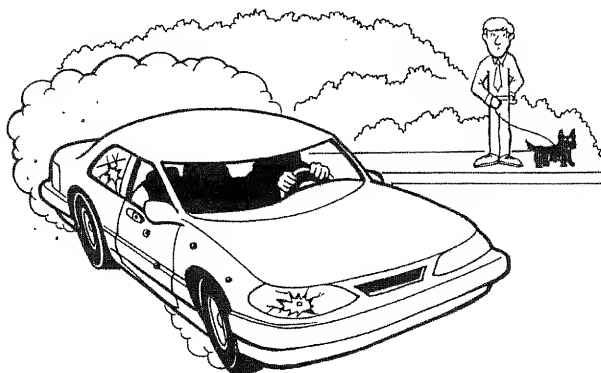


Trust Your Instincts

Call Immediately!

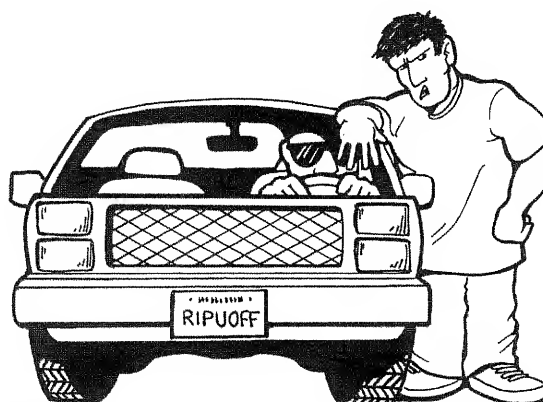
Vehicles

- ◆ An occupied vehicle parked for a long period of time.
Possibly casing the neighborhood.
- ◆ A vehicle driving around your neighborhood repeatedly.
Possibly casing the neighborhood, drug dealing, sexual deviate or child molester.
- ◆ Departing from a location at night with its lights off.
Possible burglar, assault violation or robber.



- ◆ The vehicle is in unusually bad condition, with signs of a recent accident, broken windows or bullet holes in the car.
Possibly involved in a drive-by shooting or a hit and run accident.
- ◆ Business is being conducted out of the vehicle.
Possibly selling stolen items or drugs.
- ◆ An over-loaded vehicle that is parked, or traveling in your neighborhood.
Possible burglar.
- ◆ Someone being forced into a vehicle.
Possible kidnapping, assault or attempted rape.

- ◆ A parked car with the engine running.
Possibly a get-away car for a burglary.
- ◆ Odd property seen in vehicles, such as TVs, stereos, weapons.
Possible stolen property.
- ◆ Locked vehicle that someone is trying to forcibly enter.
Possible theft of car or contents in progress.
- ◆ Older children or adults, who are not from the neighborhood, bicycling randomly or repeatedly without a purposeful destination.
Possible theft of homes and/or garages.
- ◆ Person detaching mechanical parts or accessories from vehicle.
Possible theft or vandalism in progress.
- ◆ Vehicle being loaded with valuables if parked by closed business or unoccupied house.
Possible burglary in progress.
- ◆ Abandoned vehicle parked on your block.
Possible stolen vehicle.



Suspicious Sounds

Using your ears to detect suspicious activities is very helpful in combating crime. Sounds may only last a few seconds and may go undetected. Here are some sounds which require close attention, and reporting:

SCREAMS FOR HELP



Always assume the scream is real and someone desperately needs help. Quickly try to determine the location, source and nature of the scream and **immediately** call the police or sheriff. Heroes can be wounded or killed. Remember that apprehension is the job of your police or sheriff.

CONTINUOUS SCREAMING

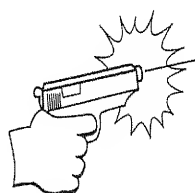
This type of screaming probably is a result of someone being beaten, hurt or mistreated. Especially listen for victims' cries of "Oh's" and "Ow's". Quickly try to determine the location, source and nature of the scream and **immediately** call the police or sheriff.

SCREAMING AND CURSING

This type of screaming is probably a domestic violence incident — between husband and wife, parent and child, two people who are intent on hurting each other but not in a life-threatening way. determine the location, source and nature of the scream and call the police or sheriff.

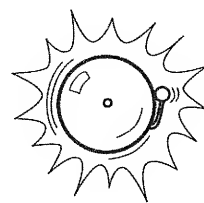
GUN SHOT SOUNDS

Immediately call the police or sheriff. Provide as much information as to the number of shots fired and their source or location.



ALARMS ACTIVATED

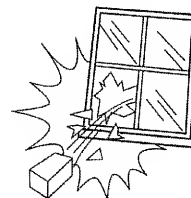
Fire, home-burglary, business and car alarms must always be considered as real. Determine the location, source and nature of the alarm and call the police or sheriff.



BREAKING GLASS

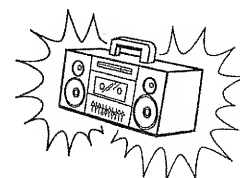
If you hear the sound of breaking glass, call the police department.

This is one of the most common method of forced entry into a home, apartment or automobile.



LOUD MUSIC

Loud music is usually an annoyance and you can report it as any other nuisance. However, it is often used to cover up other criminal activities. If you hear loud music covering the cry of a screaming person, immediately call the police or sheriff.



FORCING, PRYING OR POUNDING SOUNDS

If something is being forced, pried or pounded you should determine the location, source and nature of the sounds and if your suspicion is aroused, immediately call the police or sheriff.

DOGS BARKING

Continuous barking of a dog in an unusual manner is cause for alarm.

Determine the location of the dog and call the police or sheriff.



"Listen and Report."

Directions and Locations

In order to give the police an accurate report of a crime or suspicious activity, you must be able to give an accurate description of the location. The description includes the direction; north, south, east or west. If you have trouble with directions, always remember the sun sets in the west. If you are facing west, east is behind you, north is to your right and south is to your left. The sun and moon rise in the east, set in the west. City maps will almost always have north at the top of the map.

Learn the directions in which your streets run; north and south, east and west, perhaps even northwest and southeast. It is important to know directions for reporting information, because saying the suspect went right or left is of little help and often confuses the description.

A location description is best given by

1. using the specific address,
2. where at the location the incident is occurring,
3. how is it happening.

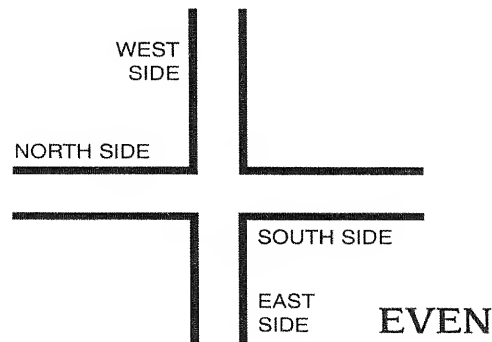
Examples:

"Two men just came running out of the McDonald's at 123 South main and are heading east on Second Street in a blue Dodge van."

"I am hearing screams coming from a 2nd floor apartment in the rear of 2842 S. Chesapeake."

"Something suspicious, ma be drugs, is happening on the south east corner of Vincent and 23rd."

ODD



NOW - SEE is an acronym to help you remember which side of the street is north or west, south or east, by the address numbers.

NOW translates to North ODD
West - Odd numbers are almost always on the North and West sides.

SEE translates to South EVEN
East - Even numbers are almost always on the South and East sides.



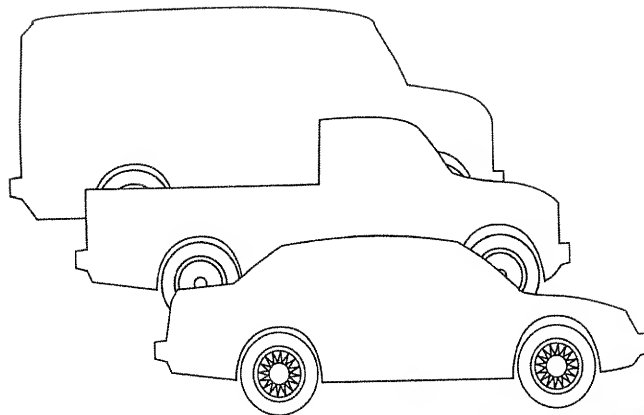
BE SPECIFIC

When providing information, give the exact location, the best possible description of the suspects and their vehicle.

REMEMBER

WHAT, WHEN, WHERE, WHO, HOW and WHY is what your police department needs to know.

Vehicle Details



KIND OF VEHICLE

- ◆ Car - 2 door, 4 door, sports car, convertible, hard top, jeep, off-road
- ◆ Camper - style, on the back of a pick-up
- ◆ Van - station wagon, windowed or solid sides
- ◆ Truck - small pick -up, large pick-up, flat bed, stake truck, boxed cargo truck
- ◆ Motorcycle - small or large, side car, domestic or foreign, street or dirt
- ◆ Recreation or SUV

COLORS

- ◆ Single color - two colors
- ◆ Color and shade of that color (blue - midnight blue, powder blue)
- ◆ Window tinting - rear and /or side windows, color of tint

OTHER FEATURES

- ◆ Any identifying bumper stickers, dents, bullet holes, broken windows?
- ◆ Did it have a cellular phone or CB?
- ◆ Was it lowered or raised from the standard production model?
- ◆ Was it damaged in any way? Had it been in a crash, body damage?

MAKE OF VEHICLE

- ◆ Ford, Chevrolet, Mercury, Oldsmobile, Buick, Plymouth, Chrysler, Dodge?
- ◆ Honda, Toyota, Nissan, Isuzu, Mazda?
- ◆ BMW, Mercedes, Volvo, Fiat, Volkswagen?
- ◆ Perhaps you can only describe it as domestic or foreign—that's OK.

MODEL

- ◆ Bronco, Mustang, Thunderbird, Taurus, Colt, Camry, Cutless, Civic?

YEAR

- ◆ If you know the year of the vehicle, great. If you don't, was it new, nearly new, a few years old, several years old, really a wreck?

License Plates

- ◆ Was the license plates form Florida or another state?
- ◆ Which design was the license plate, was it a specialty/vanity plate?

License Plates

Law enforcement counts on your ability to:

1. Memorize the license plate number of any suspicious vehicle, and
2. WRITE IT DOWN exactly as you observed it.

It is of VITAL IMPORTANCE in quickly observing, recognizing and reporting the license plate number to your police or sheriff in order to pursue and apprehend someone involved in criminal activity.

With the multitude of license plate designs issued by our 50 states, the 12 Canadian provinces and the 32 Mexican estados, it is also important to be able to properly describe the license plate and any unusual features.

Unusual features include, in some states, the County designation, environmental messages, universities, veteran groups, etc. on the plates. If nothing else, remember the colors of the background and the letters and numbers on the plate. The phonetic alphabet will be helpful in doing this.

Special Note:

If you can't read a license plate number because it has letters or numbers taped over the original letters and numbers, or is so badly damaged, covered or unusually dirty to render it illegible, get a description of the vehicle, its location, and the direction it may be headed if it is moving, and call the police quickly.

A used car with neither plates nor vehicle registration papers in the window is immediately suspicious. When you see this, get the best description of both the vehicle and its occupants and call this information into the police.

Phonetic Alphabet

To avoid errors in verbal communication, the phonetic alphabet was created. Although there are many versions, including the military's "Alpha, Bravo, Charlie," etc, law enforcement agencies have adopted the version described here. Because the words bring to mind people and things, they are easily remembered.

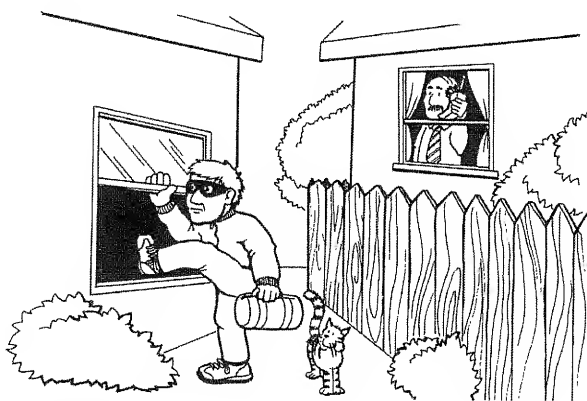
A - Adam	N - Nora
B - Boy	O - Ocean
C - Charles	P - Paul
D - David	Q - Queen
E - Edward	R - Robert
F - Frank	S - Sam
G - George	T - Tom
H - Henry	U - Union
I - Ida	V - Victor
J - John	W - William
K - King	X - X-ray
L - Lincoln	Y - Young
M - Mary	Z - Zebra

Practice makes perfect.

Memorize the phonetic sounds for each letter. Then, while you are in your car, observe the license plate numbers of other cars then say to yourself, "KGU775" is "King-George-Union-7-7-5."

Practice this exercise until you can recall any plate number. A few tips: Break the plate down into alphabetical and numeric components. If a vanity plate, try to remember what they are trying to say. And always observe the state in which the plate was issued.

Reporting A Crime



If you know a crime is happening, or suspect that something suspicious or dangerous is going on, or even if potential trouble exists, do the following:

Determine if it is an **EMERGENCY**.

An emergency requires **IMMEDIATE POLICE FIRE AND/OR MEDICAL RESPONSE**.

Example: A person is facing a life or death situation or property is in the process of being stolen or jeopardized. Immediately call 911.

If the situation is routine, not life threatening, then call the non-emergency number, **688.5199**. Remember: if you are in doubt, call **911**.

What, When, Where, and Who are the first four things you need to know to report a crime. **How** and **Why** are very important, but many times you don't know these answers.

When calling, here is what to provide, and what you may be asked:

FIRST You will be asked what is your emergency? Police, Fire or Medical? What is your location, your name and phone number? Are you in danger?

WHAT is happening. Try to be as specific as possible. *Example: "This is an emergency. Two people have just been wounded and the gunman has fled."*

WHAT is needed. Police, Fire, Medical?

WHEN is it happening? Is it now? Is it about to happen? How long ago did it occur?

WHERE is it happening? Give the specific address and directions. *Example: "The shooting happened at McDonald's at 123 South Main, in Albany."*

WHO is involved? Quick descriptions of the victims and the perpetrators need to be communicated. *Example: "Two teen-age boys are wounded. The suspects were male(specify ethnic background), about 20 years old, black hair, (etc.) driving a blue Dodge van, license ABC 555."*

The same series of questions need to be answered when you are calling in a non-emergency situation. A non-emergency situation is one in which immediate response is not necessary, but does require a sheriff's deputy's attention. *Example: A stolen battery, stereo or cellular phone in your car does require attention, but not immediate response.*

Your sheriff's office appreciates you acting as their extra eyes and ears. Sometimes your suspicions are unfounded. If you are wrong, they understand you will not always be right, but you will not be in trouble with them. As a good citizen and a Neighborhood Watch participant, your job is to give them the information you base your suspicions on.

"Don't hesitate to call."

Reporting is the first step in helping to stop crime.

You are making your neighborhood a safer place for you and your family.

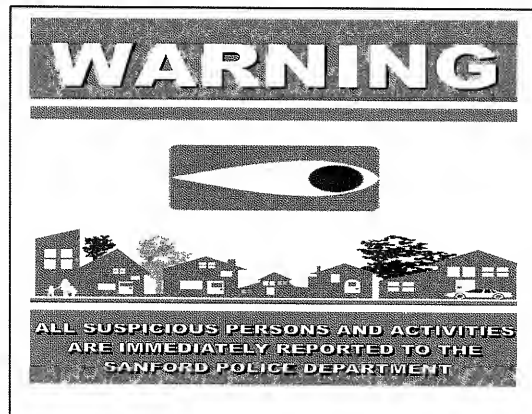
Neighborhood Watch

Participant's Responsibility

As a Neighborhood Watch participant, you have a responsibility to:

1. Learn your neighbor's names, including all occupants of their residences. Be able to recognize them and their vehicles without any hesitation.
2. Attend all Neighborhood Watch meetings.
3. Keep your personal copies of the Block map, and Telephone Tree in an easily accessible, secure place and continually updated with any new information provided by your Block Captain.
4. Properly identify all property using the guidelines suggested at your Neighborhood Watch meetings, in Operation ID, in other home security programs and maintain an accurate inventory of your valuables.
5. Implement all security measures suggested by your police department after a security survey has been completed in your home.
6. Learn the techniques of getting an accurate description of a suspect or a vehicle. Practice these by writing them down from memory so when the need arises to actually report a suspicious incident, you are prepared.
7. Keep an eye on your neighbor's homes and report any suspicious activities to the police. Again, write the description down so you forget nothing. **DO NOT DELAY REPORTING.** A few minutes delay is enough time to reduce the chances of ever catching the criminal. **No exceptions** to this rule insures that:

"We Look Out For Each Other!"



8. Post Neighborhood Watch window warnings around your home. Report vandalized or missing signs so they can be replaced.
9. Teach children respect for the law and crime prevention techniques around the neighborhood and in their personal life and safety away from your home.
10. Remember always that your responsibility is to report crime. Do not take any risks to prevent a crime or try to make an arrest. The responsibility for apprehending criminals belongs to the police officers.
11. If you are leaving home for an extended period of time, notify your neighbors and Block Captains. Arrange to have your mail picked up or put on "Temporary Hold" at your Post Office. Newspapers should be picked up by a neighbor. Timers to activate lights, TV, and radio should be set. Garbage cans should be taken in. Don't leave signals saying "no one is at home."
12. *Get Involved! Look Out For Each Other! Be a good neighbor.*

Neighborhood Watch Family Data Sheet

As part of the process of making our Neighborhood Watch program work effectively, we are compiling this profile of our neighbors. This data will prove valuable in emergencies and allow us to say **"We Watch Out For Each Other!"** Each neighbor, and no one else, will receive a copy of the completed sheets for their use. Participation is voluntary. Provide only information you are completely comfortable sharing and return it to our Block Captain or bring it to our next Neighborhood meeting. Information provided here will be used to create the Family Data Summary Sheet, Block Map and Telephone Tree.

FAMILY NAME				ADDRESS		DATE:
COLOR AND STYLE OF HOUSE						
NAMES OF OCCUPANTS						
AGES						
HOME PHONE						
WORK PHONE						
CELLULAR PHONE						
PAGER NUMBER						
WORK/SCHOOL SCHEDULES						
VEHICLES: YEAR, MAKE, MODEL, COLOR				LICENSE PLATE NUMBERS		
ROUTINE HELP SCHEDULES (Housecleaning Service, Yard Maintenance Service, Etc.)						
SPECIAL MEDICAL INFORMATION						
DOCTOR'S PHONE NUMBER						
KIDS SITTER OR AFTER SCHOOL CARE					PHONE	
ANY PETS (SPECIALLY DOGS)						
EMERGENCY CONTACT NUMBERS					PHONE	
NAME						
NOTES / COMMENTS (ADDITIONAL INFORMATION)						

Neighborhood Watch Family Data Summary Sheet

Individual Family Data Sheets

ADDRESS HOUSE COLOR	FAMILY NAME NAMES/AGES	PHONES HOME / WORK	WORK SCHEDULES	VEHICLES YEAR / PLATE NUMBER	ROUTINE HELP SCHEDULES	KID'S DOCTOR PHONE	EMERGENCY CONTACT

KEEP THIS HIGHLY CONFIDENTIAL SUMMARY OUT OF SIGHT AND PROTECTED FROM INTRUDERS, YET AVAILABLE TO YOU WHEN YOU QUICKLY NEED TO REFER TO IT.

Set this up by having willing participants put their names and numbers in the available spaces. Rearrange them as necessary. As new members join, they should fill spaces lower on the list. Each household gets a copy of the completed form to keep in a safe but accessible place.

```

graph TD
    A[ ] --- B[ ]
    A --- C[ ]
    B --- D[ ]
    B --- E[ ]
    C --- F[ ]
    C --- G[ ]
    D --- H[ ]
    D --- I[ ]
    E --- J[ ]
    E --- K[ ]
    F --- L[ ]
    F --- M[ ]
    G --- N[ ]
    G --- O[ ]
  
```

Neighborhood Watch Telephone Tree

Neighborhood Watch Block Map

Below is an example of a completed map. For each home, the color, street number, family name, home and work phone numbers are listed plus the street names and compass directions are indicated. Homes that are "vacant" and "not participating" should be shown.

Johnson Drive

Second Street



So You're Interested In Starting a Neighborhood Watch?



*Know
Your
Neighbor*

*Home
Security*

*Personal
Safety*

*Sense
Of
Community*

Welcome to Neighborhood Watch.

Right at about this point, you're probably asking yourself, "What am I getting myself into?" Well, let me tell you.

This first step is one of the most important ones you'll take, in respect to your neighborhood. You're not only looking out for your safety and security, but that of your neighbor's as well. Congratulations! You're on your way to becoming a "good neighbor!"

Now let's get started.

The benefits of Neighborhood Watch.

- ◆ Improved livability.
- ◆ A team concept of neighbors working together.
- ◆ Knowing your neighbors and looking out for one another.
- ◆ Improved home security.
- ◆ Establishing ongoing communications with the Sanford Police Department.
- ◆ Making your neighborhood safer
- ◆ Information about available resources and services.

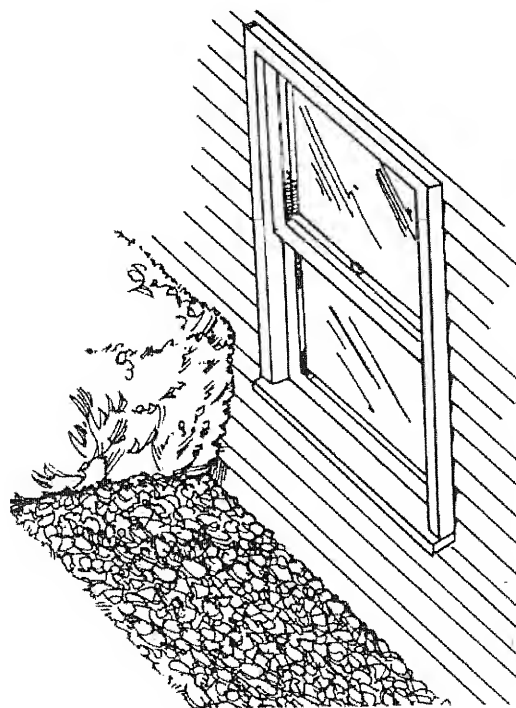


Keep trees, shrubs and hedges trimmed.

This will give intruders fewer places to hide.

Plant defensive type shrubs or bushes around windows and walkways.

Shrubs and bushes are favorite hiding spots for burglars. Spiny or thorny plants will discourage entry.



Place gravel beds below windows.

Gravel can be noisy and tough to sneak across without being heard.

Position fencing and trees with care.

Make sure they don't hide your windows, doors and walkways from public view, or serve as a step up to a window or balcony.



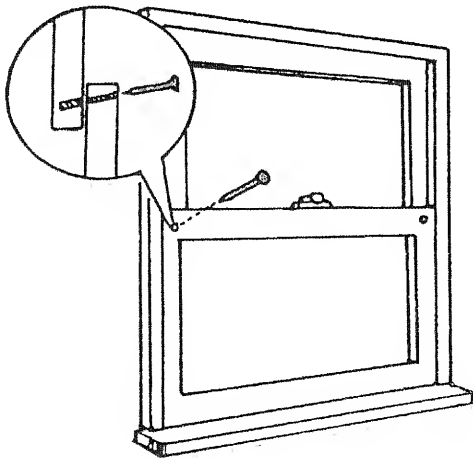
Conduct a home security inspection to determine your home's weaknesses

Remember to be window-wise!

Securing your windows makes clear sense.

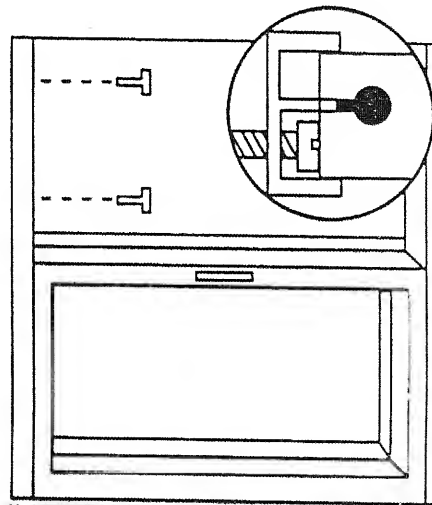
Consider window pegs.

Drill a hole through the sliding window sash into the part that is stationary. Insert a nail or peg.



More Window Tips:

- Make sure window air conditioners are firmly secured to the window.
- Make sure standard window locks close properly and are firmly screwed to the window frame.



Adjustable screws in the upper track:

With the door or window open, drill holes and install several screws in the upper track. Adjust them so that the window or door just barely clears the screw-head.

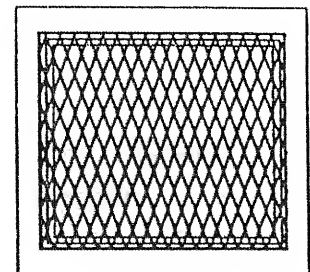
This prevents the door or window from being lifted from its track.

Look into security glass.

Break-resistant plastic or treated glass around doors and in windows gives added security.

Metal grilles.

Consider installing metal grilles or bars (with inside release levers) in basement/cellar and ground-level windows.

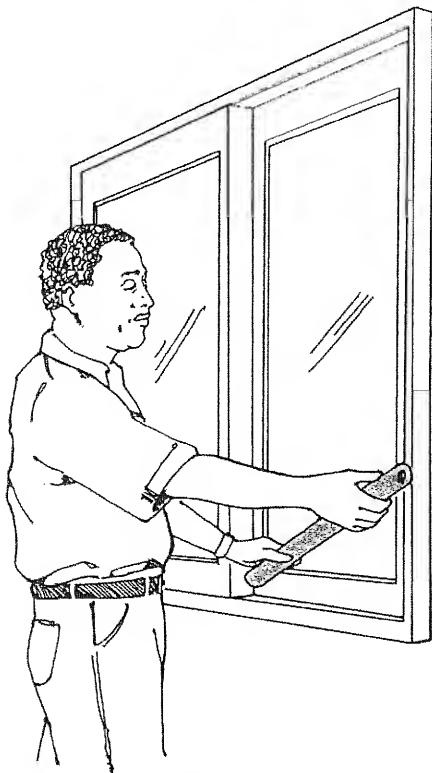


You can protect yourself against break-ins.

In most cases, a little extra care and thought are all that's needed. Keep in mind that:

Most intruders seek easy targets.

They want to get in quickly, quietly and unseen! The harder you make it for them, the lower your risk of a break-in.



Effective home security need not be costly!

That's because common sense and a bit of time and energy can go a very long way!

We need to make it as hard as possible for a burglar to break in.

Operation Identification

What Is Operation ID

Operation Identification is a nationwide program designed to discourage burglary and the theft of valuables from your home or business. This program provides a way for you and law enforcement officials to easily identify ownership of stolen property.

You permanently engrave your state and driver's license number (or, if you do not drive, an identification number which can be obtained from DMV) on two permanent parts of your property. Make sure these are not easily removable parts.

FLDL123456

Why use the driver's license number instead of your social security number?

Law enforcement agencies can easily access DMV records to determine the name that corresponds with the driver's license number. This number is only issued once; is not recycled or re-issued to another person. Law enforcement agencies do not have access to Social Security system.

Why put the identification number on?

Property is stolen so it can be resold for cash. If you engrave your items the burglar will have difficulty selling them to his middleman or fence. He can't take them to a swap meet or pawnshop.

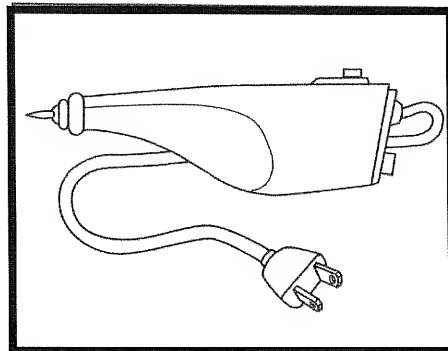
As a stolen item its market value is low to start with, but engraving it with an ID number makes it worth only 10% of even that. Marking property with an identifying

number will discourage burglary and theft because thieves are far more likely to be convicted if caught with engraved property in their possession. If a burglar knows all the valuables in your home are marked, he is likely to look for an easier and more profitable victim. *Another good point to consider:* When unmarked stolen property is taken into custody, it cannot be traced and returned to you.

If you move out of Florida and establish residency in another state, your Florida driver's license is no longer valid: Every DMV office in the US will cooperate with law enforcement giving them your forwarding address if you advise the new local DMV office of your new address. I

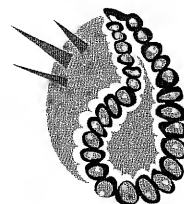
If you have not permanently marked your possessions, it is highly advisable to do that.

Electric Engraver



Crime Prevention Tips

- ♦ **Most burglaries occur during daylight hours between 8 AM to 5 PM, while people are at work, shopping or taking kids to and from school.**
- ♦ **It only takes 3 minutes or less for a burglar to break in, steal your property and leave.**
 1. Lock your doors and windows, including the garage door, even if you'll only be gone a short time.
- ♦ **If a burglar can not gain entry into your home in less than 60 seconds, he (she) will move on to the next opportunity.**
- ♦ **Statistically, in the US 50% of all burglaries occur using NO FORCE, the burglar just walked in through an unlocked door or window.**
- ♦ **Burglars may case an area posing as: joggers, someone looking for an address or a friend, etc.**
 1. Be observant and report suspicious people, vehicles, and activities.
 2. Keep license plate numbers of suspicious vehicles in case a crime is committed later; police usually question neighbors to see if they noticed anything unusual.
- ♦ **Burglars may use pillow cases, duffel or gym bags to carry the goods they steal.**
 1. If you are burglarized, check to see if any of your luggage or pillowcases are missing.
- ♦ **Burglars take things that are easily fenced such as: jewelry, weapons, cameras, iPods, DVD players are a big items.**
 1. They stay away from marked property because fences won't take them.
 2. They usually only get 10 cents on the dollar from fences.
 3. Less than 1% of stolen property is returned to owners due to lack of positive identification.
 4. Mark property in two places. One that's obvious and another that is not. Use your driver's license number as an identification number.
 5. Keep serial numbers and description in a safe place.



Burglary Prevention

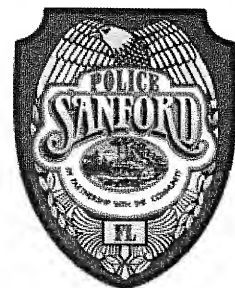


Home Security Booklet



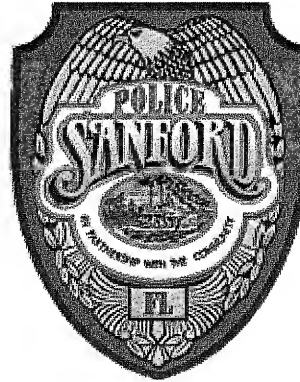
Sanford Police Department
815 West 13th Street
Sanford FL 32771
407.688.5070

It is the mission of the Sanford Police Department to enhance the quality of life in our city by working in partnership with the community, within the framework of the constitution, to enforce the laws, preserve the peace, reduce fear, and provide a safe environment.



www.sanfordpolice.org

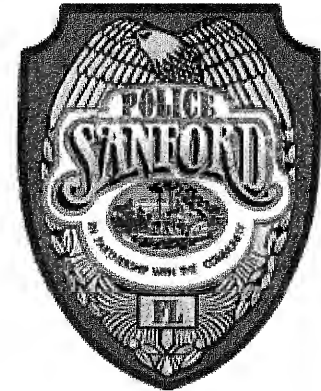
If your organization is interested in having a representative from the Sanford Police Department speak on a variety of crime prevention topics, please contact the Crime Prevention Unit at 407.688.5070 ext.6008 or e-mail: dorivalw@sanfordfl.gov



Chief Bill R. Lee Jr.,
815 West 13th Street
Sanford, Fl. 32771
407.688.5070

Si desea invitar a un representante del Departamento de Policía para hablar ante su grupo sobre una variedad de temas de prevención de crímenes, llame a nuestra oficina al número 407.688.5070 ext.6008 o comuníquese por correo electrónico, en Español con dorivalw@sanfordfl.gov

Sanford Police Department



PREVENTION TOPICS

(In English & Spanish)

Attention:

- ✓ Neighborhood Watch Groups
- ✓ Business Community
- ✓ Parent / Teacher Groups
- ✓ Faith Community
- ✓ Youth Groups
- ✓ Non-Profit Organizations And/or agencies